

## Appendix A

### Action Plan

#### DOE Approach to Distance Learning

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## ACTION PLAN

### Department of Energy Distance Learning

TITLE: DOE Approach to Distance Learning

ACTION PLAN: REPORTABLE PROBLEM: REPORTABLE NONCONFORMANCE:

HQ ORGANIZATIONS: HR-2 and HR-4

PROGRAM AND ADMIN FUNCTION: HR-2, Office of Training and Human Resource Development, and HR-4, Office of Information Management

Definition. Distance Learning includes both the teaching and learning aspects of education and training.

DESCRIPTION: A growing number of organizations and individuals within the Department of Energy are interested in implementing distance learning. This is due to recent budget cuts, the Secretary's realignment initiatives, Strategic Alignment Implementation Plans 36, 39 and 44, and the fact that technological tools are maturing and affordable.

To ensure a corporate approach, a plan for implementing Distance Learning is needed. This will guarantee uniform and consistent policy, reduce travel, provide consistent nationwide training and simultaneous training for large groups of people, increase productivity, reduce redundancies, and improve overall efficiency and effectiveness of training delivery and methodologies.

From June through October 1995, DOE representatives, from the education and training and information management communities of interest, participated in a series of four distance learning video conferences to:

- (1) get acquainted,
- (2) lay some groundwork for free flowing communications to occur,
- (3) begin to understand each other's requirements and expectations,
- (4) convey the meaning and value of a partnering agreement, and
- (5) plan some Departmental strategies for implementation of advanced training technologies.

This HR action plan is intended to establish a unified Departmental direction for distance learning.

<u>CRITICAL MILESTONES</u>	<u>ORIGINAL TARGET COMPLETION MONTH/YEAR</u>	<u>REVISED TARGET COMPLETION MONTH/YEAR</u>
1. Identify Home for Distance Learning	2/7/96	
2. Establish a Draft Charter	2/7/96	
3. Develop and Execute Partnering Agreement	2/29/96	
4. Develop a DOE Business Case for Distance Learning		
a. Develop survey for baseline and needs assessment data	2/96 - 3/96	
b. Gather baseline and needs assessment data	3/96 - 4/96	
c. Benchmark DOE against best in class	5/96	
d. Analysis of Benefits and Costs	5/96 - 6/96	
e. Return on Investment	6/96	
f. Report to Home/Champion	7/96	
5. Develop DOE Distance Learning Master Plan	TBD	

SUCCESS INDICATORS FOR CLOSED CORRECTIVE ACTION PLANS:

Is plan closed \_\_\_ Yes   X   No

SIGNATURE: /s/ \_\_\_\_\_ DATE: 3/27/96

T. W. EVANS  
Director for Training and  
Human Resource Development

SIGNATURE: /s/ \_\_\_\_\_ DATE: 3/27/96

S. W. HALL, JR.  
Deputy Assistant Secretary for  
Information Management